



ADMINISTRATION
AND MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Smoke-Free Workplace

References: (a) DoD Instruction 1010.1S, Smoke-Free Workplace, March 7, 1994;
(b) Washington Headquarters Services Building Circular, Smoke-Free Workplace,
April 20, 1994.

Under the DuD Smoke-Free Workplace policy (reference (a)), smoking tobacco products is prohibited in all DoD-owned buildings and in all leased buildings where work is performed by DuD military or civilian personnel. The principal purpose of the policy is to provide a safe and healthy workplace that is reasonably free from pollutants, including tobacco smoke.

Implementation of the policy in the National Capital Region began with an April 20, 1994, Washington Headquarters Services Building Circular (reference (b)), which set forth appropriate guidelines and specified that smoking at the Pentagon would be prohibited effective May 23, 1994. Although most smokers comply with the policy, facility managers and building occupants have observed an increase in the number of smokers who violate the policy. Among the many negative results of such violations are four recent fires caused by negligent smokers.

In light of the above, the Pentagon Building Management Office (PBMO) and the Defense Protective Service (DPS) have developed the following reimplementation plan. Beginning May 1, 1997, and continuing for a period of 15 days, the DPS will advise violators that smoking is permitted only in designated areas. Then, starting on May 15, 1997, the DPS will report to the PBMO the identities of individuals found smoking in unauthorized areas. The PBMO will forward the information to violators' supervisors and request that administrative action be taken.

It is my hope that a concerted effort by all parties will result in full compliance with the DoD Smoke-Free Workplace policy. For further information, or to have questions answered, please contact Dr. Alan Smith or Ms. Stephanie Greene of the PBMO at (703) 697-7351.

D.O. Cooke
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Director